

Date sent: \_\_\_\_\_  
Sent by: \_\_\_\_\_

**WAVERLY COMMUNITY HOUSE, INC.**  
1115 N Abington Road ♦ P O Box 142  
Waverly PA 18471  
570-586-8191 (phone) ♦ 570-586-0185 (fax)

**\*Setup time must be included in event rental.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Room(s) Renting: \_\_\_\_\_

Purpose of Room Rental & Description of Activities: \_\_\_\_\_

\_\_\_\_\_ # Attending: \_\_\_\_\_

Event Date: \_\_\_\_\_ Reserved Time: \_\_\_\_\_ Set-Up Time\*: \_\_\_\_\_

DJ/Band? Yes  No

Inflatable "Bounce House"? Yes  No

There is a \$50.00 fee associated with this (must rent own bounce house)

**TABLES/CHAIRS (Indicate # needed):**

Tables\*\* (8 ft rectangle—seats 8): \_\_\_\_\_ (14 in house)

Tables\*\* (6 ft rectangle—seats 6): \_\_\_\_\_ (14 in house)

Tables\*\* (3 ft card—seats 4): \_\_\_\_\_

Chairs\*\* (max: 150): \_\_\_\_\_ (maximum capacity 200)

**ADDITIONAL EQUIPMENT\*\*\*:**

Lectern: Yes  No

Extension Cord: Yes  No

Water Pitcher: Yes  No

Easel: Yes  No

Projector Screen: Yes  No

Kitchen (\$100): Yes  No

Microphone (\$25): Yes  No

Piano (\$150): Yes  No

**ALL RENTALS INCLUDE 4 FREE TABLES AND 50 FREE CHAIRS.**

**\*\*Additional tables are \$5 each**

**\*\*Additional chairs are \$.50 each**

*If you plan to rent equipment from an outside vendor, please provide type of equipment and name of rental company on the back of this form.*

# of extra tables/chairs: \_\_\_\_\_ tables \_\_\_\_\_ chairs

Total :\$ \_\_\_\_\_

***\*Please draw a diagram of the set up of tables and chairs on the next page***

**CREDIT CARD: All lessees must leave credit card information. See paragraph 3.**  
**PAY FULL AMOUNT OF RENTAL USING THIS CARD? YES  NO**   
**Print Name as it appears on card:**  
\_\_\_\_\_  
**Credit Card Number**  
\_\_\_\_\_  
**Card: \_\_MC \_\_VISA \_\_DISC Expiration Date: \_\_/\_\_/\_\_ 3-Digit Code:**

**SEE RATES ATTACHED**  
**My event is a Class "\_\_\_\_\_" Event.**  
Contract Amount: \$ \_\_\_\_\_ per hour  
  
\*\*\*Additional Charges: \$ \_\_\_\_\_  
**TOTAL: \$ \_\_\_\_\_**  
Deposit: \$ \_\_\_\_\_ Due: \$ \_\_\_\_\_  
Date Paid in Full: \_\_/\_\_/\_\_ *initials*

**BALANCE MUST BE PAID IN FULL 48 HOURS PRIOR TO START OF EVENT.**  
**If you are not paid-in-full by the time of your event, your above listed credit card will be charged for the full amount**

## RENTAL AGREEMENT WITH THE WAVERLY COMMUNITY HOUSE, INC.

The “Renter” must be 18 years of age or older to enter into this lease agreement. The “Renter” agrees to the following conditions with regard to room rentals at The Waverly Community House, Inc. (“The Comm”):

1. **Rental rates are per the rate schedule attached. In addition, the following rental fees are charged for use of the equipment: piano — \$150 per day** (includes \$125 tuning fee); **microphone — \$25 per day and kitchen — \$100 per day.** A refund or credit *will not* be issued if we do not receive *at least* 48 hours notice prior to a cancellation/postponement.
2. **An extra maintenance fee will be applied if an event exceeds normal business hours.** *There are no extra maintenance fees when renting during regular building hours unless additional staff members are needed during the activity. An additional fee of \$20 per hour per staff member will be assessed if additional maintenance personnel are needed.*
3. **The Waverly Community House reserves the right to charge the renter’s credit card: (a) if additional tables/chairs or other equipment are required at set up, (b) if the space rented is not left in a clean and reasonable condition, (c) if an event requires set up time by the Comm’s Maintenance Staff (d) if crowd capacity exceeds the limit for the class of event stated on the contract or (e) if there is damage to property (f) if not paid in full by the time of the event.**
4. **The Comm office must approve event set up plans.** *No tape or nails on the walls! Decorations must be hung using sticky tack or painter’s tape. Plans for decorations should be approved in advance.*
5. **Smoking is strictly prohibited on the premises.**
6. **The serving of alcoholic beverages is strictly prohibited without the prior approval of the Board of Trustees. Requests to serve alcohol must be submitted in writing.**
7. Excessive noise is strictly prohibited.
8. **Open flames and/or burning of any material in any room is strictly prohibited.**
9. Renter agrees not to drag furniture across the new floors and to keep the floors and/or carpets free of any debris including dirt, flowers, art materials, etc. Hockey sticks, soccer balls, skateboards, roller skates, rollerblades, heeies and scooters are not permitted in any of the rooms.
10. Weapons, explosives and/or controlled substances of any kind, including those intended for show or ornamental use, are strictly prohibited. Weapons include, but are not limited to, swords, firearms, knives, etc. The Executive Director has sole discretion in determining what constitutes a weapon. Anyone entering the premises with a weapon will be banned from the building and said entry will constitute a breach of the rental contract.
11. Renter agrees that any and all materials used in connection with its event and any and all activities engaged in in connection with its event will not violate any federal, state or local statute, law, rule, regulation and/or ordinance.
12. Contractors, rental companies, catering companies engaged in support of the event must each furnish the Community House with a Certificate of Insurance at least one week prior to the event.
13. All advertising or publicity by Renter in which the name “Waverly Community House,” “Waverly Community House, Inc.,” or “The Comm” is utilized must be submitted to the Waverly Community House Office for prior approval sufficiently in advance of the event.

14. **Adult supervision is required at events attended by youths less than eighteen (18) years of age.** If applicable, renter must complete Addendum B which will be attached.
15. Animals of any kind are not permitted in any of the rented premises except where approved by the Executive Director.
16. The Comm maintains an "Open Door" policy on all rentals. Tenants may not bar entry to the rooms during the rental period and the Executive Director or his/her designee may enter and observe activities occurring within the rented room(s) as he/she sees fit.
17. The Comm reserves the right to amend the rental agreement to accommodate unforeseen safety or physical plant concerns.
18. The Comm reserves the right to close the building and cancel scheduled rentals as it sees fit.
19. The Comm reserves the right to apply increased rates for increased attendance.
20. Any misrepresentation made by the renter in the rental agreement shall be deemed to be a breach of this contract and forfeiture of any rights, deposits and further rentals.
21. Renter agrees to indemnify and hold harmless the Waverly Community House, Inc., its officers, trustees, employees and volunteers against any and all actions, claims and losses, injuries to person or property, damages, costs and expenses of any type including attorney fees that may result from this event or program, work or service at the Waverly Community House.
22. Further, I/we hereby release the Waverly Community House, Inc., its officers, trustees, employees, volunteers and Waverly Township of any and all responsibility for injuries or accidents that may occur to users/renters, employees, agents, guests, invitees or participants utilizing the Waverly Community House rooms, premises, equipment or personnel who have assisted in any manner at either the Waverly Community House building and/or grounds. I/We further agree to assume and pay any and all claims or damages that may arise as a result of our use of the Waverly Community House.

*Intending to be legally bound by these terms, the parties have agreed to this Rental Agreement:  
**By signing this document you are agreeing that you have read this contract in its entirety and you are agreeing to all the terms of this contract, including rental rates and policies.***

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Renter's Signature)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Director's Signature

# 2021/2022 Rental Rates and Policies

## General Auditorium/Gym Prices

### Hours:

Monday through Friday: 8:00 am through 9:30 pm, including set-up time.

Saturdays: 9:00 am through 3:30 pm, including set-up time.

Sundays: Closed

Holidays: Closed

### Class "A" Event

Private ticketed event in auditorium or back lawn

- Crowd capacity over 50

#### Rate:

- Commercial Event: 100 per hour, all other,
- Hourly up to 7 hours, \$75.00 per hour plus security deposit equal to rental.

#### Full Day:

- 8 hours and over 1:00 pm to 10:00 pm \$1,000

Piano: \$150 per day

Kitchen: \$100 per day

**Allows for use of restrooms, lobby, stage, and canteen for 50**

*Allows for use of restrooms, lobby, stage and canteen for 50.*

### Class "B" Event

Private Program or party  
(non-ticketed)

Crowd capacity under 50

\$55 per hour up to 7 hours

8 hours and over \$1,000.

### Class "D"

Private Ticketed Event or Program

Crowd 50 and under

\$55 per hour up to 7 hours

8 hours and over \$1,000

### Class "C" Event

Private Program or Party  
(non-ticketed)

50 and over

\$70 per hour up to three hours

\$75 per hour over three hours

### Class "E"

Community Program rentals  
athletic leagues, exercise classes)\*

\$30 per hour Monday through Friday and Saturday  
before 4:30 pm

### Security Deposit and Credit Card Required

**In case of a cancellation, your security deposit is NON-REFUNDABLE**

Last minute cancellations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being fully charged the total rental.** *The Comm reserves the right to apply increased rates for increased attendance.*

***Four free tables and 50 chairs with each rental***

***Extra tables \$5.00 per table, \$.50 per chair.***

***Setup time must be included in event rental. NO FREE SET UP TIME.***

***All renters must note a credit card number on the contract, no exceptions.***

## 2021/2022 Rental Rates and Policies Additional Room Rentals

### **Hours:**

Monday through Friday: 8:00 am through 9:30 pm, including set-up time.

Saturdays: 9:00 am through 3:30 pm, including set-up time.

Sundays: Closed

Holidays: Closed

### **Scout Room**

\$35.00 per hour

### **Madison Room**

\$35.00 per hour

### **Mary Benjamin**

\$35.00 per hour

### **CRB Room**

\$50.00 per hour (Monday – Friday)

\$75.00 per hour (Saturday)

*Setup time must be included in event rental. NO FREE SET UP TIME.  
All renters must note a credit card number on the contract, no exceptions.*

*In case of a cancellation, your security deposit is NON-REFUNDABLE.*

Last minute cancellations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being fully charged the total rental.** *The Comm reserves the right to apply increased rates for increased attendance.*

## Exclusion Dates

Please note that there will be **NO** scheduled events on days that the Comm is closed, and on dates surrounding Special Comm Events due to setup of scheduled events.

## 2020 Holiday Observance Schedule (Comm Closed)

New Years Day	January 1
Presidents Day	February 17
Easter	April 12
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 7
Thanksgiving Day	November 26
Christmas	December 25

### Special Events Schedule:

Valentines Day Workshop: *(Gym Closed)*  
February 8, 2020

Bunny Breakfast: *(All Rooms Reserved)*  
April 4, 2020

Annual Meeting *(Gym Closed)*  
June 1, 2019

Family Halloween Party: *(Gym Closed)*  
October 24, 2020

Artisans' Marketplace: *(All Rooms Reserved)*  
November 20, 21, 22, 2020

Breakfast with Santa: *(Gym Closed)*  
December 12, 2020

# **Waverly Community House, Inc.**

## Inclement Weather Policy

### **Addendum to Hourly Rental Contracts**

The Waverly Community House follows the Abington Heights School District inclement weather schedule. If Abington Heights is delayed due to snow, the Comm will open at 10am. If it is closed, the Comm is closed until 11 but may open at that time.

The Comm may close the building in cases of extreme inclement weather for safety reasons. Please keep this in mind as you schedule birthday parties and special events.

When the Comm closes due to inclement weather all scheduled events are cancelled and tenant has the option of rescheduling or receiving a full refund.

Comm staff will call you at the number you leave on your contract when it is determined that the building is closed. It is strongly suggested that tenant call the Comm offices on the day of the event to determine whether the building will remain open. Kindly call Kathy Wright at ext. 2 or the Comm's maintenance department at ext. 4 and leave your name and number if no one is available to take your call. When you call, listen to the message as it will be updated to report changes in the schedule.

House and Grounds Committee, Revised September 30, 2013